



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

### Bi-lingual applicants encouraged to apply

|                              |  |                            |  |
|------------------------------|--|----------------------------|--|
| <b>Opening Date:</b>         | April 2, 2015  | <b>Closing Date:</b>       | April 16, 2015   |
| <b>Job Title:</b>            | District Court Clerk I/II                            | <b>Position Type:</b>      | Regular Full Time  |
| <b>PIN:</b>                  | 073276, 000857                                       | <b>FLSA Status:</b>        | Non-Exempt   |
| <b>Location:</b>             | District 6, Montgomery County<br>Rockville, Maryland | <b>Grade/Entry Salary:</b> | Level I - J05 \$28,973 - \$34,289<br>Level II - J06 \$30,761 - \$36,447<br>(Depending on Qualifications) |
| <b>Financial Disclosure:</b> | No   |                            |  |

**If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.**

**Essential functions:** Work involves specialized clerical work involving Criminal, Traffic or Civil court proceedings. Greets and assists the public, police, attorneys and court personnel. Provides information regarding court policies and procedures. Responds to inquiries regarding the proper completion of various court related forms and ensures all necessary documents are complete and accurate in accordance with established court procedures. Prepares case files, enters new cases and updates existing case information into the District Court's data systems. Retrieve and file case files within file room. Receives, opens, sorts and distributes mail to the appropriate section of the court. Performs other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.

Level II - experience above, plus one year of Court experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of office practices, procedures and equipment. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job-related codes, policies, procedures, rules, regulations and laws as required. Ability to work efficiently within considerable time constraints. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to lift up to 25 pounds. Ability to sit, stand and/or bend for extended periods of time. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.**